

Maryland Department of Public Safety & Correctional Services
Human Resources Services Division

MARTIN O'MALLEY
GOVERNOR

ANTHONY G. BROWN
LT. GOVERNOR



GARY D. MAYNARD
SECRETARY

ROMAINE V. REID
EXECUTIVE DIRECTOR

Recruitment & Examination Announcement

**Please mail your completed State application to:
Department of Public Safety & Correctional Services
Recruitment & Examination Unit
6776 Reisterstown Rd., Suite 309, Baltimore, Md. 21215**

Please Note: This is a position-specific recruitment for the Department of Public Safety and Correctional Services, Division of Pretrial and Detention Services. The eligible list will be used to fill this position/function only. Those interested in future vacancies in this job classification will need to reapply at that time. Applicants certified to this list will remain eligible for one year.

Recruitment For: **ADMINISTRATOR III**
Director of Standards Compliance
Announcement #-10-2588-961
(List both the title and announcement number on your application.)

Location: **Baltimore, Maryland**

Salary: **\$45,399 - \$72,857 (Grade 18)**
(Reflects Temporary Salary Reduction effective 9/23/2009-6/30/2010)

Closing Date: **May 14, 2010**

Position Duties: The Administrator III is managerial or advanced staff work in the administration of departmental programs. Employees engaged in managerial jobs are responsible for planning, organizing, managing, and controlling departmental programs. This position assists and supports the Commissioner and the Division with compliance issues involving regulations, laws, published standards, legal agreements, and consent orders. This position leads and manages the Division's compliance efforts in response to the consent agreement with the Department of Justice and the agreement involving a Federal court decree, both addressing conditions of confinement at the Division's facilities. Responsibilities of this position include active interaction with managers and senior executives of the Division, regular written and oral communication with the officials of the compliance agencies, on-site compliance inspections, and on-going assessment of corrective action efforts within the pretrial detention facilities of the Division.

Minimum Qualifications: *(Applicants must meet the minimum and selective qualifications.)*

Education - Possession of a Bachelor's degree from an accredited college or university.

Experience - Five years of experience in administrative staff or professional work. One year of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

- Notes:**
1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
 2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

Selective Qualifications:

Requires one year of professional work experience demonstrating responsibility for directing and overseeing activities involved in compliance and enforcement of compliance issues, including but not limited to, audits and inspections, project planning, compliance reviews, corrective action plans, and progress follow-up and reporting.

Selection Process:

The examination may consist of a rating of your education, training, and experience related to the requirements of the job. If you do not receive a request for supplemental information, the rating may be based on your application. It is important that you provide complete and accurate information on your application. Successful candidates will be placed on the employment eligibility list categorized as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED. The list will be valid for at least one year and may be extended. The list will be used by the hiring agency to select employees.

Application forms (MS-100) may be obtained from the Department of Budget and Management, 301 W. Preston Street, Fifth Floor, the personnel office at any Department of Public Safety & Correctional Services facility, by calling (410) 585-3060 or downloaded from www.dbm.maryland.gov.

Equal Opportunity/ADA Employer

#10-2588-961
Posted